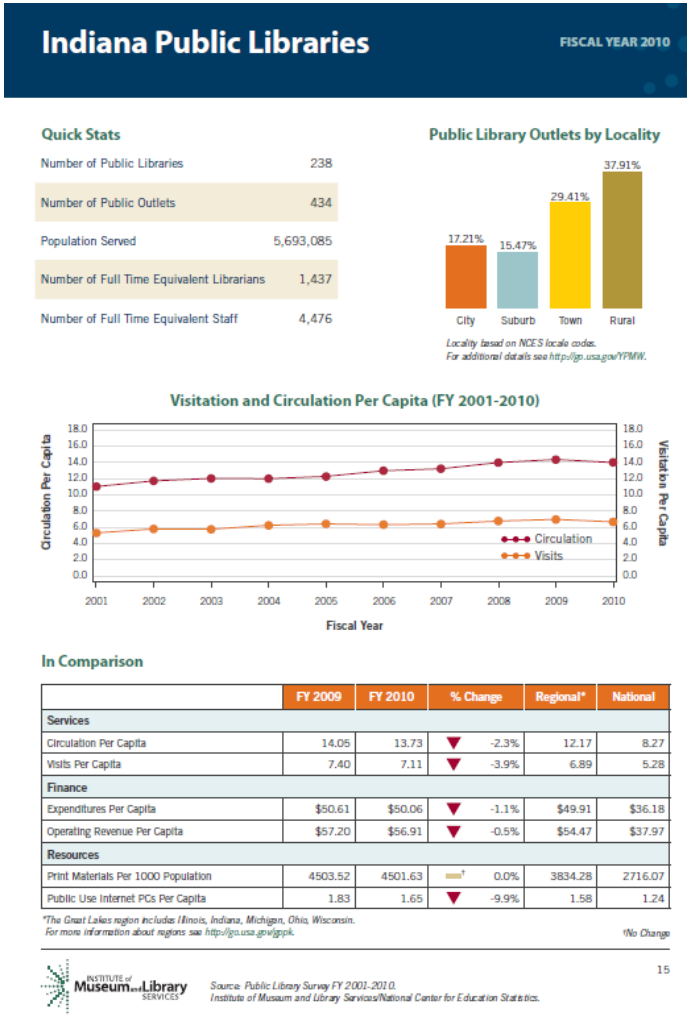
2013 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

Jennifer Clifton - November 2013

What is the purpose of the Annual Report?

- Required by state
- Indiana State Library statistics
  - Useful for year-to-year comparisons (and history!)
  - Library-to-library comparisons
  - Identifying trends
- IMLS Public Libraries Survey



Indiana Public Libraries

FISCAL YEAR 2010

Quick Stats

Number of Public Libraries	238
Number of Public Outlets	434
Population Served	5,693,085
Number of Full Time Equivalent Librarians	1,437
Number of Full Time Equivalent Staff	4,476

Public Library Outlets by Locality

Locality based on NCES locale codes.
For additional details see http://go.usa.gov/YPMW.

Visitation and Circulation Per Capita (FY 2001-2010)

In Comparison

	FY 2009	FY 2010	% Change	Regional*	National
Services					
Circulation Per Capita	14.05	13.73	▼ -2.3%	12.17	8.27
Visits Per Capita	7.40	7.11	▼ -3.9%	6.89	5.28
Finance					
Expenditures Per Capita	$50.61	$50.06	▼ -1.1%	$49.91	$36.18
Operating Revenue Per Capita	$57.20	$56.91	▼ -0.5%	$54.47	$37.97
Resources					
Print Materials Per 1000 Population	4503.52	4501.63	= 0.0%	3834.28	2716.07
Public Use Internet PCs Per Capita	1.83	1.65	▼ -9.9%	1.58	1.24

The Great Lakes region includes Illinois, Indiana, Michigan, Ohio, Wisconsin.
For more information about regions see http://go.usa.gov/gpk.

†No Change

15

Institute of Museum and Library Services

Source: Public Library Survey FY 2001-2010.
Institute of Museum and Library Services/National Center for Education Statistics.

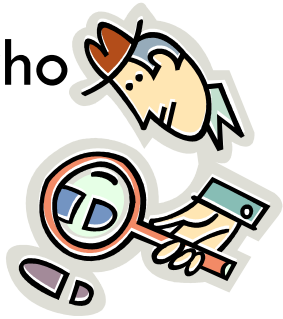
What's Changed for 2013?

⇧ Good News: *Fewer questions!*

⇩ Bad News: Still over 700 questions!

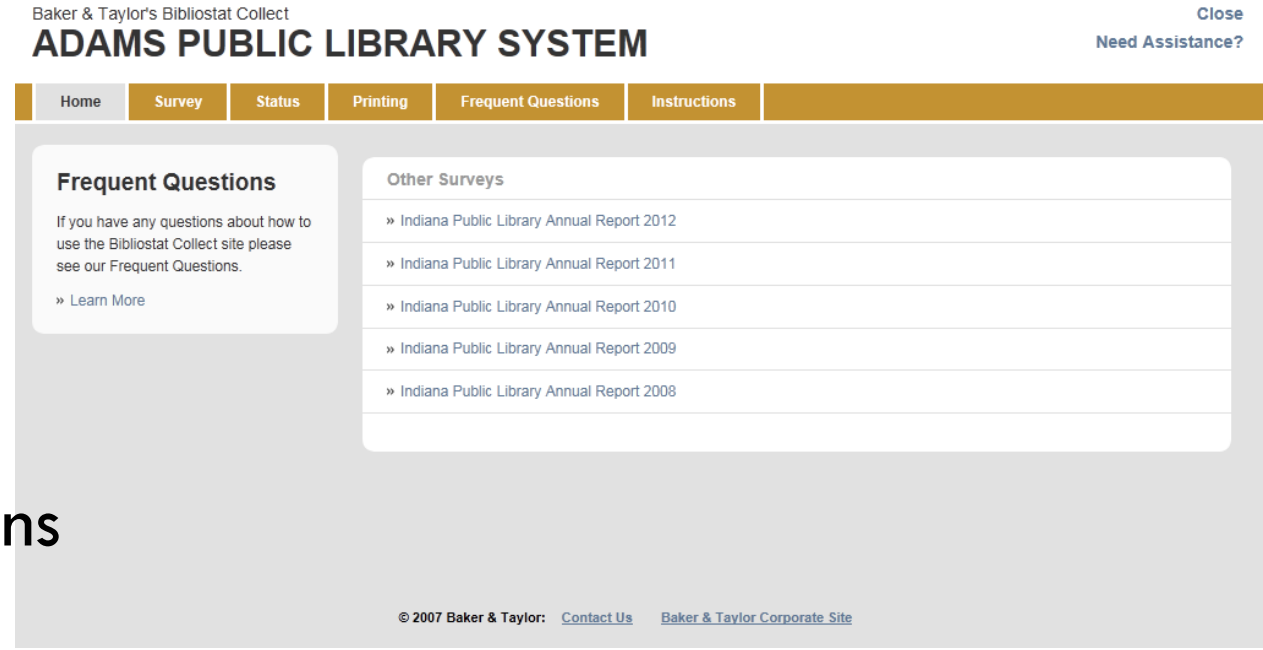
General instructions

- Login instructions will be sent to all directors via email
- Click on the question number for help/definitions
  - Disable pop-up blockers
- Use “Back,” “Next,” or the side menu to navigate through the 15 sections
- Click “Save” and “Logout” to close and return to report at any time
- Click “SHOW LAST YEAR’S ANSWERS” to see what was input last year
- We’re watching you – will likely contact libraries who have not started report by mid-late January



Your Bibliostat homepage

- Home
- Survey - 2013
- Status
- Printing
- Frequent Questions
- Instructions



Need to explain something?

- Flagged Questions- automatic edit checks will catch inconsistencies or major changes from previous year's data
  - Now- Bibliostat
  - Later- Census
- Use the "Federal note" to explain any discrepancies
- It's recommended to do this up front, or you'll be hearing from me again next summer ☹

Need technical help with survey?

1. Confirm it is not a local issue first- check with your IT person/department
2. Contact ISL – 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935

Instructions

Please call the Library Development Office with any questions at 317-232-3697 or 1-800-451-6028 or email ldo@library.in.gov.

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

Give the most current information for:

- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits

All other information should be for the 2013 report year

- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

COLOR KEY

0X-001	Question
0X-002	**Standards Question**
0X-003	Prefilled
0X-004	Prefilled & Locked (Contact ISL w/changes)
0X-005	Calculated total

Part 1 - General Information

- Some questions eliminated, some moved

Part 1 - General Information

01-001 Name of the person preparing this report.
01-002 Preparer's phone number.
01-003 Time zone in which library district headquarters is located.
01-004 Library Name
01-005 Library Class
01-006 Library Director
01-007 Street Address
01-008 City
01-009 ZIP+4
01-010 Mailing Address
01-011 Mailing City
01-012 Mailing ZIP+4

Part 1 - General Information

01-013 Congressional District Number

01-014 Phone

01-015 FAX

01-016 Does your library have an answering machine, voice mail or other similar technology? Y/N

01-017 Library URL

01-018 Does your library have a public library E-mail address or other means of electronic contact listed on the library's website? Y/N

Part 1 - General Information

Building Questions

01-019 The year the current central building was built

01-020 Year of the most recent structural addition or alteration to current central building.

01-021 Square footage of the central building?

01-022 Click here to complete Central Library daily hours.

Central Library

Part 1 - General Information

Hours

01-023 Click here to complete Central Library daily hours

01-024 Monday opening time
01-025 Monday closing time
01-026 Tuesday opening time
01-027 Tuesday closing time

01-034 Saturday opening time
01-035 Saturday closing time
01-036 Sunday opening time
01-037 Sunday closing time

Part 1 - General Information

01-038 **Total open hours for Central Library during a typical week.**

01-039 **Total number of hours the Central Library is open after 6:00 p.m. per week.**

01-040 **Total number of hours per week that the Central Library is open on Saturday.**

01-041 **Total number of hours per week Central Library is open on Sunday.**

01-042 **Total Central Library Hours Open per Year**

Part 1 - General Information

Internet Access

01-043 Does the library have Internet Access? Y/N

01-044 What type of Internet Access is available in the Central Building?

01-045 Specify the speed of Internet Access in the Central Building

Branches

Part 1 - General Information

01-200 Total number of Branches

- 01-200a Branch Name
- 01-201a Branch Street Address
- 01-202a Branch City
- 01-203a Branch County
- 01-204a Branch Zip+4
- 01-205a Branch Mailing Address
- 01-206a Phone
- 01-207a Fax
- 01-208a Total Square Footage of Branch
- 01-209a Year Built
- 01-210a Year of the most recent structural addition or alteration to branch building

Part 1 - General Information

01-212a Number of Weeks per Year Individual Branch is Open

01-213a Monday opening time
01-214a Monday closing time

01-225a Sunday opening time
01-226a Sunday closing time

01-227a Total open hours for the Branch Library during a typical week.

Part 1 - General Information

01-228a	**Does the Branch library have Internet Access? <u>Y/N</u>**
01-229a	What type of Internet Access is available in the Branch library?
01-230a	**Specify the speed of Internet Access in the Branch library.**
01-231a	**Number of wireless hubs located in the branch library?**

Bookmobiles

Part 1 - General Information

01-300 Total Number of Bookmobiles

Individual Bookmobile Information

01-301a Bookmobile Name

01-302a Street Address

01-303a City

01-304a County

01-305a Zip+4

01-306a Mailing Address

01-307a Phone

01-308a Fax

01-309a Total hours per week

01-310a Number of Weeks Bookmobile is Open

01-311a Does the Bookmobile have Internet Access?

01-312a What type of Internet Access is available in the Bookmobile?

01-313a Total Weekly Winter Hours that the Bookmobile is open

01-314a Number of Weeks the Bookmobile is open on the winter hour's schedule.

01-315a Total Weekly Summer Hours that the Bookmobile is open.

01-316a Number of Weeks the Bookmobile is open on the summer hour's schedule.

Part 1 - General Information

01-500	Total System Public Service Hours per Year
01-501	Best reported total library hours during a typical week (factors in central and all branches)

Part 2 – Registrations

(No change from 2012)

Part 2 – Registrations

02-001 Total Number of Individual Resident Registered Users
02-002 Total Number of Users from Contracting Areas
02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users
02-004 Total Number of Reciprocal Users
02-005 Total Number of PLAC Users
02-006 Total Number of Non-Resident Cards Issued to Student Users
02-007 Total Number of Non-Resident Cards Issued to School Employees
02-008 Total Number of Non-Resident Cards Issued to Library Employees
02-009 Amount of Individual Non-Resident Fee
02-010 Date Library Board adopted this fee
02-011 Does your library purge or mark inactive patron files at least every three years? Y/N

Part 3 – Public Libraries and Political Subdivisions Served

(Little change from 2012)

Part 3 – Public Libraries and Political Subdivisions Served

2010 Census figures are used for all calculations

03-001 County Name of Primary County
03-002 Total Assessed Valuation for Library District
03-003 Operating Tax Rate
03-004 Source year for data
03-005 BIRF/Lease Rental Tax Rate
03-006 LCPF Tax Rate
03-007 Did your library roll the LCPF into the operating tax rate? **Y/N**
03-008 County Name for additional county
03-009 Total Assessed Valuation for additional county
03-010 Operating Tax Rate for additional county
03-011 BIRF/Lease Rental Tax Rate
03-012 LCPF Tax Rate

Part 3 – Public Libraries and Political Subdivisions Served

03-013 Total district population without contract
03-014 Total district population with contracts
03-015 Political Subdivision Name
03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)
03-017 Population 2010 Census (Taxed & Served)
03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)
03-019 Population 2010 Census (Served by Contract)

Part 3 – Public Libraries and Political Subdivisions Served

- Some notes:
  - 03-008 – County #2 is only required of libraries crossing county lines and the 4 county-contractuals
  - 03-015 - "Political Subdivision Name" - Use official name of town/city, township or county
  - 03-016 - "Type of Political Unit" (Taxed Units 1 (city/town), 2 (more than 1/2 of county), 3 (total county), 4 (township merged), 9 (township validated), 11 (endowed), 12 (county contractual) Only)

Part 4 – Library Operating Fund Income

(No change from 2012)

Part 4 – Library Operating Fund Income

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income from Library Tax Rate
04-002	CAGIT Property Tax Replacement Credit
04-003	CAGIT Certified Shares
04-004	CAGIT Special Fund
04-005	County Option Income Tax (COIT)
04-006	Contractual Revenue Received for Service
04-007	Local Option Income Tax (LOIT)
04-008	Total Local Operating Fund Income

Part 4 – Library Operating Fund Income

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)
04-010	License Vehicle Excise Tax (LVET)
04-011	Commercial Vehicle Excise Tax (CVET)
04-012	Other State Operating Fund Income
04-013	Source(s):
04-014	Total State Operating Fund Income

Part 4 – Library Operating Fund Income

Federal Government Operating Fund Income

04-015	LSTA Grants *(Operating Fund)*
04-016	Name of Non-Operating Fund
04-017	Amount of LSTA grant placed in Non-Operating Fund
04-018	Other Federal Grants Operating Fund Income
04-019	List Source
04-020	Total Federal Operating Fund Income

Part 4 – Library Operating Fund Income

Other Operating Fund Income

04-021	PLAC Reimbursement
04-022	Fines and Fees
04-023	Interest on Investments
04-024	Gift Receipts Operating Fund Income
04-025	Private and Public Foundation Grants Operating Fund Income
04-026	Miscellaneous Operating Fund Income.
04-027	Source(s)
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)
04-029	Total Other Operating Fund Income
04-030	Total Operating Fund Income

Part 5 – Operating Fund Expenditure Data

Part 5 – Operating Fund Expenditure Data

Operating Fund Expenditures

05-001 Salaries/Wages of All Library Staff

05-002 Employee benefits

05-003 Other Personal Services

05-004 Total Personal Services

05-005 Total Staff Expenditures

Part 5 – Operating Fund Expenditure Data

Other services and charges

05-006 Total Supplies
05-007 Professional Services
05-008 Communication and Transportation
05-009 Printing and Advertising
05-010 Insurance
05-011 Utility Services
05-012 Repairs and Maintenance
05-013 Rentals
05-014 Debt Service
05-015 Lease Rental
05-016 Other
05-017 Total Other Services and Charges

Part 5 – Operating Fund Expenditure Data

Capital Outlays from Operating Fund Expenditures

05-018 Land
05-019 Buildings
05-020 Improvements Other Than Buildings
05-021 Furniture and Equipment

05-022 Capital Outlays for Public Access Computers, electronic reading and electronic media devices

Part 5 – Operating Fund Expenditure Data

Operating Fund Expenditure Data

05-023 Books

05-024 Periodicals and Newspapers

05-025 Nonprinted (Physical) Materials, Microforms & AV, not Electronic

05-026 Electronic database licensing/purchase/lease expenditures.

05-027 Electronic Physical Format, including Playaways and Ebook readers

Part 5 – Operating Fund Expenditure Data

Non-Operating Fund Library Materials Expenditure Data

05-028 Books (Include Book Lease)

05-029 Periodicals and Newspapers

05-030 Nonprinted (Physical) Materials, Microforms & AV, not Electronic

05-031 Electronic Database licensing/purchase/lease expenditures

05-032 Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Operating Fund Expenditure Data

05-033 Total Expenditures for Print Materials

05-034 Total Expenditures for Electronic Materials

05-035 Total Expenditures for Other Materials

05-036 Total Expenditures for Collections

05-037 Total Operating Fund Capital Outlays

Part 5 – Operating Fund Expenditure Data

05-038 **Total Operating Expenditure for Collection Development Fund**

05-039 **Total Non-Operating Expenditure for Collection Development Fund**

05-040 **Public Access Computers, electronic reading and electronic media devices from all non-operating funds**

Part 5 – Operating Fund Expenditure Data

Non-Operating Fund Library Materials Expenditure Data

05-041 Total Operating Fund Expenditures

05-042 Other Operating Expenditures

05-043 Total Operating Expenditures

05-044 Total Capital Fund Expenditures

Part 5 – Operating Fund Expenditure Data

Non-Resident Fee Standard

05-045 Total Collection Expenditure

05-046 Total Operating Expenditures per capita.

05-047 Does your library's non-resident fee meet the standard?

Collection Development Standard

05-048 Collection Development Expenditure as a percentage of Operating Expenditure

Part 6 – Capital Revenue

(No change from 2012)

Part 6 – Capital Revenue

06-001 Local government capital revenue

06-002 State government capital revenue

06-003 Federal government capital revenue

06-004 Other capital revenue

06-005 Total Capital Revenue

Part 7 - Employment Data

(No change from 2012)

Part 7 - Employment Data

07-001 Total number of all librarians with an ALA-MLS
07-002 Total hours paid per week for all ALA-MLS librarians
07-003 FTE for all librarians with an ALA-MLS

07-004 Total number of all librarians, **including** ALA-MLS librarians
07-005 Total hours paid per week for all librarians, including ALA-MLS librarians
07-006 FTE for all librarians

07-007 Total number of all other paid staff
07-008 Total Hours paid per week for all other paid staff
07-009 FTE for all other paid staff

07-010 Total number of all paid staff
07-011 Total hours paid per week for all paid staff
07-012 FTE for all paid staff
07-013 Number of hours per week considered to be full-time employment in your library?

Part 8 – Library Service and Technology

- Some questions moved
- Some definitions updated
- Some questions eliminated (e.g. database/website usage)

Part 8 – Library Service and Technology

Interlibrary Loans

08-001 # of Interlibrary loan materials provided to other libraries

08-002 # of Interlibrary loan materials received from other libraries

Library Programs Children's (0-11 years) Programs

08-003 Number of children's (0-11years) programs held in the library

08-004 Number of children's (0-11 years) programs held outside of the library

Library Programs Young Adult (12-18 years) Programs

08-005 Number of young adult (12-18yrs) programs held in the library

08-006 Number of young adult (12-18 yrs) programs held outside of the library

Part 8 – Library Service and Technology

Library Programs Adult (18+ years) Programs

08-007 Number of adult (18+ yrs) programs held in the library

08-008 Number of adult (18+ yrs) programs held outside of the library

General Programs

08-009 Number of general (all ages) programs held in the library

08-010 Number of general (all ages) programs held outside of the library

Part 8 – Library Service and Technology

08-012 Total number of non-library sponsored programs

08-011 Total number of all library-sponsored programs

Part 8 – Library Service and Technology

Attendance at Children's (0-11 years) Programs

Attendance at Young Adult (12-18 yrs) Programs

Attendance at Adult (18+ yrs) Programs

Attendance at General (All ages) Programs

08-013 *Attendance at Children's (0-11 years) programs held in the library*

08-014 *Attendance at Children's (0-11 years) programs held outside of the library*

....

Attendance Totals

08-021 Total attendance at non-library sponsored programs

08-022 Total children's program attendance

08-023 Total young adult program attendance

08-024 Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

08-025 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?

08-026 Total number of annual visits in the library

08-027 Total number of reference transaction per year

Electronic Services

08-028 Number of State Licensed Databases (INSPIRE)

08-029 Number of local and other (Not INSPIRE) licensed databases

08-030 Name(s) of public use/commercial databases to which the library subscribes

08-031 Total number of licensed databases

Part 8 – Library Service and Technology

Public Computers

08-032 Public Internet-connected computers uses per year

08-033 Number of wireless hubs located in the central building?

08-034 Total number of wireless hubs, system-wide

08-035 Number of wireless internet uses per year

08-036 Number of Internet connected public computers, system-wide. (Printer not required per PLS)

08-037 Number of scanners available for the public, system-wide.

08-038 Number of Internet connected staff computers, connected to a printer.

Part 8 – Library Service and Technology

Library System Automation

08-039 Does your library have an automated bookkeeping system? **Y/N**

08-040 Name of bookkeeping system.

08-041 Name of integrated library system (ILS)

08-042 Is your library catalog available online? Y/N

Part 9 - Circulation and Holdings

Part 9 - Circulation and Holdings

09-001 Total circulation of All Materials

09-002 Circulation of All Children's Materials

09-003 Circulation of Electronic Materials

09-004 Total In-house Usage of Materials

09-005 Number of Electronic Book Reading or Music Playing Devices Owned by the Library

09-006 Number of electronic materials circulated or downloaded annually.

Part 9 - Circulation and Holdings

Selected Holdings

09-007 Books, Physical Units
09-008 Electronic books (E-books)
09-009 Video Materials, Physical Units
09-010 Video Materials, Downloadable Titles
09-011 Audio Materials, Physical Units
09-012 Audio Materials, Downloadable Titles
09-013 Electronic (Physical) Format
09-014 Number of Electronic Book Reading or Music Playing Devices Owned by the Library
09-015 Current Serial Subscriptions
09-016 Does the library belong to an Ebook consortium? **Y/N**
09-017 Name of Consortium
09-018 Total number of titles available in the consortium

Part 10 - Library Board

- Provide most current info available. This will be reviewed.
- Provide any updates throughout the year to ISL.

Part 10 - Library Board

10-001 Position
10-002 First Name
10-003 Middle Initial/Name
10-004 Last Name
10-005 Home address
10-006 City
10-007 Zip Code
10-008 E-mail address
10-009 Appointing Authority
10-010 Date that the current term expires
10-011 Number of consecutive terms
10-012 Date of initial appointment (REPEATS…)
10-991 When does the regular library board meeting take place?
10-992 What is the time of the regular library board meeting?

Part 11 - Salary Section

- Provide most current information (e.g. salaries established for 2014)
- Provide info for positions not currently occupied

Part 11 - Salary Section

11-001 Annual salary of the Library Director (Head of library)?

11-002 Does the Director have an employment contract? **Y/N**

11-003 What is the current level of certification for the library Director?

Job Title	Cert. Level	Min Hourly	Max Hourly
Assistant or Associate Director		$	$
Department Head, Manager or Supervisor		$	$
Bookmobile Head		$	$
Administrative Assistant		$	$
Business Manager		$	$
Cataloging or Technical Services Librarian		$	$
Other			

Part 11 - Salary Section

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	**Y/N**
11-502	Deferred Compensation	**Y/N**
11-503	Health Insurance	**Y/N**
11-504	Health Savings Account (HSA)	**Y/N**
11-505	Dental Insurance	**Y/N**
11-506	Life Insurance	**Y/N**
11-507	Vision Insurance	**Y/N**
11-508	Disability	**Y/N**
11-509	Paid Time off for Continuing Education	**Y/N**
11-510	Reimbursement for Continuing Education	**Y/N**
11-511	Other1 (specify)	
11-512	Other2 (specify)	

Part 11 - Salary Section

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	**Y/N**
11-514	Deferred Compensation	**Y/N**
11-515	Health Insurance	**Y/N**
11-516	Health Savings Account (HSA)	**Y/N**
11-517	Dental Insurance	**Y/N**
11-518	Life Insurance	**Y/N**
11-519	Vision Insurance	**Y/N**
11-520	Disability	**Y/N**
11-521	Paid Time off for Continuing Education	**Y/N**
11-522	Reimbursement for Continuing Education	**Y/N**
11-523	Other1 (specify)	
11-524	Other2 (specify)	

Part 11 - Salary Section

Paid days off per year –

Full-time Librarian

11-525	Number of Vacation Days
11-526	Number of Sick Days
11-527	Number of Personal Days
11-528	Holidays
11-529	Funeral/Bereavement
11-530	Other Days (specify)

…Repeats for Part-Time Librarian

Full-Time Support Staff

Part-Time Support Staff

Part 12 - PLAC Loans

(No changes from 2012)

- Don't report any PLAC loans to your own library
- Do not include reciprocal loans or nonresident loans (unless using PLAC card)

Part 12 - PLAC Loans

12-001 Did your library make any PLAC loans? **Y/N**

12-002 Adams Public Library System
12-003 Akron Carnegie Public Library
12-004 Alexandria-Monroe Public Library
12-005 Alexandrian Public Library
...
12-238 Yorktown Public Library

12-239 Total PLAC Loans

Part 13 - Compliance with Standards for Public Libraries

- Answer carefully. Many received "out of standards" letters last year due to incorrect responses.
- "No" responses *may* trigger a communication from ISL.
- You have a chance to explain any "No" answers in Part 14

Part 13 - Compliance with Standards for Public Libraries

13-001 Does your library comply with Public Library Law IC 36-12? Y/N

13-002 Does your library comply with other Indiana laws that affect municipal corporations? Y/N

13-003 Does your library comply with all federal laws affecting employment practice? Y/N

13-004 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? Y/N

13-005 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? Y/N

Part 13 - Compliance with Standards for Public Libraries

13-006 **Do the library board and the director maintain separate functions?** **Y/N**

13-007 **Is the board responsible for governance and policy?** **Y/N**

13-008 **Is the director responsible for administration, operation and management of the library?** **Y/N**

13-009 **Does the director work full-time?** **Y/N**

13-010 **Does the Director have the required certification under 590 IAC 5?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

13-011	**An annual classification of employees**	**Y/N**
13-012	**Schedules of salaries**	**Y/N**
13-013	**A proposed library budget**	**Y/N**
13-014	**Library policies**	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-015	**Has the library board adopted the written employment practices dealing with recruitment?**	**Y/N**
13-016	**. . . dealing with selection?**	**Y/N**
13-017	**. . . dealing with appointments?**	**Y/N**
13-018	**. . . dealing with personnel actions?**	**Y/N**
13-019	**. . . dealing with salary administration?**	**Y/N**
13-020	**. . . dealing with employee benefits?**	**Y/N**
13-021	**. . . dealing with the conditions of work?**	**Y/N**
13-022	**. . . concerning leaves?**	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-023 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? Y/N

13-024 …have current, written bylaws that state its purpose and its operational procedures? Y/N

13-025 Do the bylaws specifically state rules governing conflicts of interest issues? Y/N

13-026 Do the library bylaws specifically state rules governing nepotism? Y/N

13-027 Have the bylaws been reviewed by the board in the last three (3) years? Y/N

13-028 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? Y/N

Part 13 - Compliance with Standards for Public Libraries

13-029 **Does your library have a written collection development plan?** **Y/N**

13-030 **Does your library have a written circulation policy detailing the principles of access for all library materials and service?** **Y/N**

13-031 **Does your library provide support for continuing education for staff and trustees?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

Long Range Plan

13-032 **Does the library have a written long-range plan of service?** **Y/N**

13-033 **Which year did your current long range plan begin?** **Y/N**

13-034 **Which year does your current long range plan end?** **Y/N**

13-035 **Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-036 **Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?** **Y/N**

13-037 **Does your long-range plan include a statement of community needs and goals?** **Y/N**

13-038 **Does your long-range plan include measurable objectives and service in response to the community's needs and goals?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-039 **Does your long-range plan include an assessment of facilities, services, technology, and operations?** **Y/N**

13-040 **…include an ongoing annual evaluation process?** **Y/N**

13-041 **…include a plan for financial resources and sustainability?** **Y/N**

13-042 **…include a statement of collaboration with other public libraries?** **Y/N**

13-043 **…include a statement of collaboration with other community partners?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

Technology Plan

13-044 **Does the library have a written technology plan?** **Y/N**

13-045 **Which year did your current technology plan begin?**

13-046 **Which year does your current technology plan end?**

13-047 **Has your technology plan been updated in the last three (3) years?** **Y/N**

13-048 **Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

Does your technology plan include…

13-049	**…realistic goals and strategies for using telecommunications and information technology?**	**Y/N**
13-050	**…a professional development strategy?**	**Y/N**
13-051	**…an assessment of telecommunication services, hardware, software, and other services needed?**	**Y/N**
13-052	**…an equipment replacement schedule?**	**Y/N**
13-053	**…a plan for financial resources and sustainability?**	**Y/N**
13-054	**…an ongoing annual evaluation process?**	**Y/N**
13-055	**…an automated, integrated library system (ILS) which conforms to a national cataloging standard?**	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

Resource Sharing

13-056 Does your library provide interlibrary loan free of charge to other libraries within Indiana? Y/N

13-057 Does the library lend materials via a statewide reciprocal borrowing program? Y/N

13-058 Does the library lend materials using the OCLC Resource Sharing system? Y/N

13-059 Is the library a member of Evergreen Indiana? Y/N

13-060 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? Y/N

13-061 How many days per week does your library receive INfo Express courier service? Y/N

Part 13 - Compliance with Standards for Public Libraries

Does the library provide adult services, including?

13-062	**Programs and reference services offered by an appropriately certified librarian?**	**Y/N**
13-063	**Access to reference materials, including INSPIRE?**	**Y/N**
13-064	**A collection of materials for adults?**	**Y/N**
13-065	**A space designated in the library for adult services?**	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-066 Does the library provide an *enhanced level* of adult service by providing:

1) One (1) or more staff, with appropriate certification;

2) Serving at least part time,

3) At each fixed location? *[All conditions must apply]*

Y/N

13-067 Does the library provide an *exceptional level* of adult service by providing:

1) One (1) full-time staff member, or the equivalent,

2) With appropriate certification,

3) At each fixed location? *[All conditions must apply]*

Y/N

Part 13 - Compliance with Standards for Public Libraries

Does the library provide Young Adult services, including?

13-068	Young adult programs and reference services offered by an appropriately certified librarian?	Y/N
13-069	Access to young adult reference materials, including INSPIRE?	Y/N
13-070	A collection of materials for young adults?	Y/N
13-071	A space designated in the library for young adult services?	Y/N
13-072	Does the library provide an enhanced level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	Y/N
13-073	Does the library provide an exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Does the library provide Children's services, including?

13-074	Programs and reference services offered by an appropriately certified librarian?	Y/N
13-075	A collection of materials for children?	Y/N
13-076	A space designated in the library for children services?	Y/N
13-077	Does the library provide an Enhanced level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	Y/N
13-078	Does the library provide an Exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Part 13 - Compliance with Standards for Public Libraries

Public Access

13-079 **Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? Y/N**

13-080 **Does the library provide computers for the free use of all persons regardless of residency. Y/N**

13-081 **Does your library provide a means for the public to make copies at each location? Y/N**

Part 13 - Compliance with Standards for Public Libraries

Webpage

Does your library's webpage include…

13-082 …current hours of operation? Y/N

13-083 …a physical address for your library? Y/N

13-084 …a map for each fixed location? Y/N

13-085 …a public telephone number? Y/N

13-086 …a public e-mail address or other means of electronic contact? Y/N

13-087 …a link to INSPIRE and other free electronic resources? Y/N

13-088 …publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies? Y/N

Part 13 - Compliance with Standards for Public Libraries

13-089 **Has your Internet Policy been reviewed by the board in the last year?** **Y/N**

13-090 **Does your library's webpage include a link to the library's online public access catalog?** **Y/N**

13-091 **Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?** **Y/N**

Part 14 - Statement of Intent to Comply with Standards

Part 14 - Statement of Intent to Comply with Standards

14-001 Please explain any NO answers given in Part 13. - Please include the question number (##-###) and an explanation for each question where you answered “NO” to any question in Part 13.

Part 15 - Supplement

Part 15 - Supplement

Interlibrary Loan Contact Info

15-001 What is the name of the main contact person for your interlibrary loan operation?

15-002 What is their phone number?

15-003 What is their email?

Part 15 - Supplement

Local History Collections

15-004 Does your library have a local history collection?

What formats are included in your local history collection?

15-005 Annual Reports

15-006 Books

…

15-016 Videos

15-017 Are all of these materials included in your online public catalog?

Part 15 - Supplement

Library Vendors/Purchases

Does your library use…

15-018	Door Count software
15-019	Please enter the name of the program
15-020	Event Registration software
15-021	Please enter the name of the program
15-022	RDA Toolkit
15-023	Reference Statistics software
15-024	Please enter the name of the program
15-025	Room Reservation software
15-026	Please enter the name of the program
15-027	Web Traffic Statistics software
15-028	Please enter the name of the program

Part 15 - Supplement

- Optional Questions

15-029 How many outreach events did your library participate in during 2013?

15-019 How many personal interactions did your library have during these outreach events?

That's all!

Questions?

Comments?

Contact us:

LDO@library.in.gov

or

1-800-451-6028

or

317-232-3697